

Terms of reference ratified in 2016.

## **APPENDIX B**



### **INTERNATIONAL COMMISSION ON THE HISTORY OF GEOLOGICAL SCIENCES (INHIGEO)**

#### **TERMS OF REFERENCE**

##### **OBJECTIVES**

The primary objective of the International Commission on the History of Geological Sciences (INHIGEO) involves the promotion of studies on the history of geological disciplines in an international context. In so doing, INHIGEO endeavours to promote and co-ordinate the activities of regional, national, and international organisations having shared purposes. INHIGEO also works to foster the publication of individual or collective works that illuminate the history of the geological sciences and to maintain an information-rich website.

##### **STRATEGIES**

- Meet regularly, usually once a year, and every four years with the International Geological Congress (IGC), to conduct a major symposium on the history of geology. This typically includes a multi-day field component. Associated with these activities are the publication of abstract volumes and excursion or other guidebooks.
- Work with various publishing houses and journals, and where appropriate in co-ordination with the IUGS, to promote the publication of symposia proceedings and a variety of contributions relevant to the history of geological sciences.
- Publish the INHIGEO Annual Record that incorporates information from the Officers and Members, national reports, book reviews, conference reports, interviews, obituaries, short historical research papers, and a variety of news items and illustrations that promote the sharing of professional insights.
- Provide regular information by email circulars to the INHIGEO membership dealing with issues of immediate relevance to the Commission and to the study of the history of the geological sciences.
- Develop and maintain an internet website that provides up-to-date information on the Commission's activities as well as other information that will be of interest to INHIGEO Members and the wider public.
- Liaise with IUGS to enhance the recognition of outstanding geologists via its "Scientific Awards of Excellence", and specifically with the "Vladimir V. Tikhomirov History of Geology Award".
- Contribute to Episodes on historical matters, for example by recording the history of past IGC meetings and other IUGS activities, by promoting knowledge of classic works in geology, and by furnishing reviews of books on the history of geological sciences.

## **BY-LAWS**

- 1.** INHIGEO is a Commission of the International Union of Geological Sciences (IUGS). It is also affiliated with the International Union of the History and Philosophy of Sciences (IUHPS).
- 2.** INHIGEO is therefore bound by the IUGS Statutes and the IUGS By-Laws for Commissions.
- 3.** The task of INHIGEO is to promote studies in the history of geological sciences and to stimulate and co-ordinate the activities of national and regional organizations that have the same purpose. It does so by promoting the holding of national, regional, and international symposia, by the organisation of informative field trips, by the publication of individual and collective works on the history of geological sciences, and by the maintenance of an informative website.
- 4.** Reports on the work performed by INHIGEO, and its Members, and its plans and budget for the following year are to be submitted annually to the IUGS at a date designated by the IUGS Secretary-General. Similar reports are submitted to the IUHPS.

### **Structure**

- 5a.** A primary objective of INHIGEO is to establish an international network of scholars with active representation from as many countries as possible, and where possible having a diverse age range amongst its Members. INHIGEO specifically encourages the formation of national and regional groups.
- 5b.** INHIGEO Members consist of scientists, historians and other scholars known for their publications and/or other activities in the field of the history of geological sciences.
- 5c.** INHIGEO Honorary Senior Members are proposed by the INHIGEO Board from amongst the extant INHIGEO membership, in recognition of their significant contributions to the field of the history of geological sciences and/or to INHIGEO. Proposals shall require the endorsement of the INHIGEO members present at a subsequent INHIGEO Business Meeting.
- 5d.** Individuals, who have a bone fide interest in the work of the Commission, but are not otherwise qualified for membership, may be nominated for approval by the INHIGEO Board as Associate Members. Associate Members cannot hold office, make nominations or participate in ballots, but in other respects have the advantages of INHIGEO membership. Over time, Associate Members are encouraged to qualify for and convert to full INHIGEO membership. Applications for Associate Membership of INHIGEO are especially encouraged from countries with minor scholarly communities.
- 5e.** The INHIGEO Board consists of the President, regional Vice Presidents, Secretary-General, Editor, and Past President, with the Past Secretary-General having an ex officio role. Board membership should circulate within regions and to different countries as much as possible. The major regions, to be represented, when possible, are: North America, Latin America (South America, Central America and the Caribbean), Europe, Asia, Australasia and Oceania, and Africa. Board candidates are proposed by current Board members and elected by INHIGEO Members, subject to their approval by the IUGS Executive

Committee and ratification by the IUGS Council. Any INHIGEO Member can also nominate another Member or other Members for membership of the INHIGEO Board when nominations are called by the Secretary-General. If there is more than one nomination for any position then the Secretary-General will organise an email ballot to determine Board membership. The President and other members of the Board remain in office until the next session of the IUGS Council and are eligible for re-election once only (or twice if their initial appointment was made between the years of the installation of IUGS Councils). The maximum term of office is therefore eight years under normal circumstances. Any casual vacancies on the Board will be filled by the residual Board with ratification by the INHIGEO membership at the earliest opportunity.

**5f.** Prospective members of INHIGEO shall normally be nominated by at least one INHIGEO member and supported by one Member of the INHIGEO Board, or by a national committee of geology or history of science. Nominations will be reviewed by the INHIGEO Board, the decisions of which will be conveyed to the INHIGEO Members present at the subsequent INHIGEO Business Meeting and will be announced in the Commission's subsequent correspondence to Members. Where appropriate, Associate, rather than Full Membership, may be proposed by the Board. If a person wishing to join INHIGEO is not acquainted with any INHIGEO Board Member, a Membership application may be made directly to the Secretary-General who will determine Board support and reach a decision accordingly.

**5g.** INHIGEO membership is ongoing, provided that participation in INHIGEO activities continues. Every four years (during the term of an elected Board) all Members, other than Honorary Senior Members, shall be asked whether they wish to continue their INHIGEO membership. Failure to respond will normally result in cancellation of membership. Activities contrary to the Objectives and Strategies of INHIGEO may also result in termination of INHIGEO membership.

**5h.** An INHIGEO Affiliated Association or Affiliate is an organisation, with similar objectives to INHIGEO, which has been specifically approved by the INHIGEO Board to have the status of "INHIGEO Affiliated Association". National and regional history of geology groups are encouraged, in particular, to affiliate. The Secretary of Affiliated Associations shall receive routine communications from INHIGEO with the expectation that similar information will be provided in exchange to INHIGEO. A summary annual report of an Affiliate shall, where possible, be published in the INHIGEO Annual Record. Affiliates are encouraged to report on INHIGEO activities and to promote INHIGEO, its conferences and publications. Individual members of Affiliates shall receive no additional privileges from INHIGEO. Affiliated Associations will be permitted to state formally in their correspondence that they are "Affiliated with the International Commission on the History of Geological Sciences (INHIGEO)". The status of "INHIGEO Affiliation Association" is ongoing unless terminated by the INHIGEO Board on recommendation from the Secretary General.

## **Functions**

**6.** The INHIGEO Board directs the activities of the Commission. The President may delegate his or her powers to one of the Vice Presidents by mutual agreement. The President and the Secretary-General divide the management of organisational and financial matters between themselves.

**7.** The INHIGEO Board distributes information to Members by means of regular emails and the INHIGEO Annual Record in English.

**8.** INHIGEO Business Meetings are held at the time of the meetings of the International Geological Congress, in order:

- a.** to discuss reports on the work of INHIGEO and to consider plans for the next term;
- b.** to finalise Board membership for confirmation by the IUGS Council; and
- c.** to carry on any other Commission business that may come before the meeting.

**9.** INHIGEO Business Meetings can also be convened at any other time by decision of the Board. They shall normally be held at the annual INHIGEO conferences.

**10.** INHIGEO Board Meetings may be convened at any time as decided by the Board. It is anticipated that day-to-day matters will be regularly discussed by the Board, via email correspondence, given the world-wide dispersion of Board Members.

**11.** At INHIGEO Business Meetings each Member present (but not including Associate Members), including members of the Board, has a vote. A motion is considered passed if it receives a simple majority of the affirmative votes cast at the meeting.

**12.** The INHIGEO Board is responsible for recommending to the IUGS a recipient for the “Vladimir V. Tikhomirov History of Geology Award” every four years, during the first quarter of the year corresponding to an IGC. At this time, the INHIGEO Board shall communicate its nomination to the IUGS Board, for presentation by the IUGS President during the opening ceremony of the IGC.

Approved by the INHIGEO Board ..... 2 December 2015  
Approved by the IUGS Executive Committee.....January 2016  
Approved by the IUGS Council .....31 August 2016